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SECRET*Colonel from Mr.**5 Apr 62*

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SUMMARY OF AGENCY MAIL AND COURIER SERVICES*Samy Be*A. THE MAIL & COURIER BRANCH/CL

1. [redacted] lists one of the functions of the Office of Logistics

as to "maintain the headquarters mail and courier service." To perform this function it has established under its Administrative Staff a Mail and Courier Branch with the stated mission of "providing for the receipt and dispatch, collection, and distribution of all Agency mail."

2. The Mail and Courier Branch is headed by a chief, a deputy chief, and a clerk-typist who serves them in their office. The Branch is divided into a Mail Section with a section chief and four mail clerks; and a Courier Section

with a [redacted]

3. The Mail Section is principally a room operation, handling and processing what is received and turning it over to couriers or others for delivery. It is served from the outside by five truck deliveries a day from the U. S. Post Office, receiving and dispatching by this means ordinary and registered mail, and by [the U. S. Official Mail & Messenger Service, known as "run-stop mail,"] through which unclassified material [is] distributed among all U. S. Government departments and agencies in the Washington area. It performs outside work to the extent of servicing by four runs a day a total of nine Post Office Boxes at various branch Post Offices around Washington, and depositing Agency outgoing foreign postage mail at such Post Offices.

4. The Courier Section has the bulk of the employees of the Branch and performs several somewhat distinct functions which can be summarized as follows:

- a. Delivering and receiving Agency classified and unclassified mail between the Mail Section and the registries or mail rooms maintained in and by the various Agency components. This involves truck runs between the various Agency buildings, engaging both truck drivers and couriers, the maintenance of its own central mail rooms in some of the buildings, and the assignment of building (or internal) couriers to deliver and pick up at the various components. It does not service within a component, but only the component's registry or mail room, and the component uses its own personnel to distribute and collect material among its subdivisions. The operation of the carrier and tube systems in the Langley Building will change only the means, not the basic service in this category; the carrier substations being sub-mail rooms, etc.

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- b. Maintaining courier runs between the Agency and outside departments and agencies for the delivery and pick-up of classified and unclassified material. While the greater volume of this handling is with other U.S.I.B. or intelligence community agencies, it can include any government office in the Washington area, and at times involves stops at some of the embassies of foreign governments.
- c. Upon special request, supplying couriers for internal collection and distribution of material within a particular component. For instance, there are three MCIB couriers assigned to internal duties at OCI/DD/I.
- d. Maintaining special courier runs for the handling of classified material between some specific component of the Agency and outside agencies, without the handling of the material in the Mail Section. Examples are the couriers and trucks which transport the Agency pouches between PI/DD/P and State Department; the taking of cables, teletype disseminations, and other material between the Cable Secretariat and State, Pentagon, and White House; the taking of AEC Restricted Data material between the registry of OSI/DD/I and AEC at Germantown, Md.
- e. Supplying couriers for special runs in the Washington area either transporting material or acting as armed escorts for persons from the Agency components who carry the material. For instance, after-hours armed escort for an OCI Watch Officer or Briefing Officer on trips to the DCI's residence; armed escort for the Vital Materials Officer on periodic runs [redacted]
- f. Supplying armed couriers either transporting material or acting as armed escorts on special domestic travel from Washington to various Agency [redacted] or to other U. S. Government installations within the United States. Examples are trips to [redacted] of the Contact Division of CO/DD/I; an occasional special run for OSI/DD/I to such places as the AEC at Albuquerque, New Mexico.

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F. OTHER COURIER SYSTEMS

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1. There are other similar but independent courier services maintained by Agency components other than the Mail and Courier Branch in OL. Some of these are internal, such as the couriers of PI/DD/P who service the mail rooms of the Area Divisions and Staffs of DD/P. But others are external services maintained specially by an Agency component between it and outside departments and agencies, such as the following:

a. OCI/DD/I has four special couriers who handle SI material between OCI and various Agency components and executive offices, and also transport such material directly between OCI and other U.S.I.B. agencies and the White House.

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b. Geographic Research Area of OCR/DD/I has [redacted] transporting maps and other materials between it and such places as Army Map Service, Navy Hydrographic Office, Dept. of Commerce Geological Survey, Andrews Air Force Base, etc.

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c. The Executive Registry has [redacted] who perform internal functions and also take material to outside agencies in Washington on special trips.

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d. [redacted] of OC/DD/S has [redacted] who services the [redacted] in the [redacted] and makes a daily run to Agency Headquarters, where he makes calls at the Mail & Courier Branch and at OC, OL, and other points as necessary.

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[redacted]

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f. The Central Processing Branch of OP has [redacted] under [redacted] who takes passport visa applications to the various embassies of foreign governments, and who obtains tickets at airline and railroad offices.

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g. TSD/DD/P [redacted] who handles material between the main office in [redacted] Building and other TSD installations within Agency buildings or at their own separate facilities around Washington.

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h. The internal mail handlers of OCR/DD/I are used at times to provide special direct delivery or pick-ups at State Department or at various offices in the Pentagon.

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i. NPIC has [redacted] couriers to handle its special category material between it and other U.S.I.B. agencies.

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